

North Carolina Agriculture Cost Share Program Review Summary
(September 2013)

County

Burke SWCD

Date of Previous Review/Report

February 2000

District Staff Name(s)

Kevin Clark, Lea-Ann Branch

Date

September 16 – 17, 2013

NRCS Staff Name(s)

William Faulkner

Division Representative(s)

David Harrison, Rob Baldwin, Davis Ferguson

Additional Participants

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Strategy Plans and Priority Determination										
Questions in this section focus on strategy plans, the district’s written prioritization system and BMP caps. The division will spend time before the program review reviewing strategy plans, board minutes and contracts.										
Do priorities stated in the strategy plan reflect the purpose of cost share programs and the intent of the Commission?				Y	Yes. District identifies both water quality and water quantity concerns and focuses on local impacts.		N			
Does the strategy plan identify and explain the resource concerns in the county?				Y	Yes. Livestock operations, ornamental plant industry, stream bank erosion, storm water runoff from Urban areas.		N			

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Is the district located within a nutrient sensitive watershed (NSW) or other special watershed? If the district is located within a NSW or special watershed, please explain how the district addresses the rules and/or reporting associated with the special designation.				Y	Main stem of Catawba River, 50 foot buffer Local county ordinance. Includes the impounded waters - Lake Rhodhiss.		N			
Does the district Board establish BMP limits or caps? Are the caps recorded in the strategy plan or in the board minutes? Provide documentation.				Y	Strategy Plan states that the District does not fund new / Limited Resource Farmers at 90%		N			
<i>Does the strategy plan describe how applications are prioritized (written prioritization system)? How do you use this system to prioritize and fund contracts?</i>				Y	The District's priority system puts emphasis on degree of erosion, proximity to perennial waters, BMPs needed, and performance history.		N			
<i>Does the score/ranking sheet match the resource concerns identified in the strategy plan?</i>				Y	Yes		N			
<i>How is the score used to rank applications?</i>				Y	Highly Eligible have more than 100 points. Eligible (second priority) have 60 to 99 points. Ineligible have 59 or less points and are not considered.		N			
<i>Does the district "batch" contracts? What is the batching period (i.e., monthly, quarterly, etc.)?</i>				Y	Contracts are awarded twice a year (August and February). If funds allow, there is an additional batching period in April.		N			
How often does the district review their priorities and ranking system? Are the priorities modified to address current problems?				Y	Annually.		N			

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Review the strategy plan outline and include questions here.(Staff use if applicable)				Y	Minor problems with the on-line submittal. Maybe use a word format for ease of access.		N			
Section 2: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How does the district advertise the cost share programs? (solicit applications)				Y	The district uses news articles, radio and television spots, the district website, newsletters, local associations and fairs		N			
When do you schedule your board meetings?				Y	Board meetings are set for the 1 st Wednesday of each month at 8:30 am		N			
How do you notify the public of the board meeting schedule and does it adhere to the Open Meetings Law?				Y	Published at the office. Additional/change of meetings is posted at the Post Office and the County Managers office.		N			
Are applications reviewed and approved by the Board as a separate action item?				Y	Yes. Motions are separated. Ranking sheets are part of the application process		N			
Are application decisions/motions recorded in the board minutes?				Y	Yes		N			
Because applicants are limited when applying for incentive BMPs, how does your district track the applications for incentive BMPs?				Y	There is limited use of incentives. Side records are maintained.		N			

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Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.				Y	Side Records		N			
If multiple partners farm together, how the district tracks individual applicants as one operation?				Y	No situations. Treat as a farm unit.		N			
Once applications are approved, how do you develop a contract?				Y	Ranking sheet, approval, field visits, surveying, engineering visits. Engineering response is good.		N			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				Y	Reviewed on site with the applicant. Applicant is warned about not started work without prior approval.		N			
What procedures do you follow for notifying the applicant that work can begin?				Y	Notified in person with the plans. Some notified by mail if outside of the county.		N			
What information do you provide the applicant?				Y	Maps and location, copy of the contract, specifications.		N			
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>				Y	Yes		N			

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Are contract decisions/motions recorded in the board minutes?				Y	Yes		N			
Describe the district/board's procedure for approving supervisor contracts.				Y	None at this time.		N			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				Y	None at this time.		N			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed by the contract deadline?				Y	Depending on the practice, on-site for layout and installation, checking on materials,		N			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval.				Y	Review of files.		N			
Is the district using the NC-ACSP-18 or the NC-CCAP-18 form to record 6-month extensions? Is it recorded in the board minutes?				Y	Not at this time. Will start using		N			
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards and specifications?				Y	Notes of spec sheets, As-built diagrams.		N			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				Y	Measured on ground and documented in notes.		N			


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Are receipts received and reviewed for ACSP BMPs that are based on actual cost?				Y	Yes, copies are kept in contract file.		N			
Are request for payments reviewed and approved by the board as a separate action item?				Y	Yes,		N			
If the BMPs are not installed by the end of the third program year per Commission policy, how does the district request a one-year extension?				Y	No contracts have needed the extension.		N			
<i>Are payment decisions/motions recorded in the board minutes?</i>				Y	Yes		N			


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Section 3: Spot Checks and Compliance Issues Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Who participates in annual spot checks? When are they conducted?				Y	April or May (June previously). Full board participates.		N			
How does the district select which contracts to spot check?				Y	Random drawing plus waste management plans.		N			
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWQ.				Y	Small number of waste plans. No operations under DWQ permits.		N			
How does the district review five percent of all waste utilization plans?				Y	Done in conjunction with the waste management plans because there are such small numbers in the county.		N			
How does the district notify the NRCS area office (for ACSP contracts) or division (for CCAP contracts) to conduct spot checks on lands owned or operated by a district, county, division or NRCS employee or district supervisor? This includes CPOs, revisions, supplements or repairs.				Y	No contracts.		N			


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The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation" How does your district notify individuals that have destroyed or mismanaged a BMP?				Y	Applicant is contacted directly then notified by a letter from the board. Follow up contact is made.		N			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				Y	Problems are discussed at board meeting.		N			
When does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept with the CPO?				Y	Letter is sent out after the meeting, or may be sent out ahead of time if needed.		N			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				Y	Repayment or repair is usually done. No additional steps needed.		N			
<i>Is the district notifying the division of non-compliance and resolutions?</i>				Y	Will start notifying Division.		N			


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Section 4: Record Keeping Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										
How does the district track BMP funds?				Y	Use spread sheet and ranking forms		N			
How does the district use the division on-line (website) reports?				Y	Yes, very often		N			
How are your BMP funds audited? What is the date of the last audit? Who performed the audit? Was the BMP audit form completed and notarized?				Y	Kevin Clark, with last strategy plan and notarized.		N			
How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				Y	Tracked through the county.		N			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				Y	Kevin Clark		N			
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				Y	Tracked through the county. Audited through the county.		N			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				Y	No matching funds		N			


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How much time is spent on cost share program (ACSP, CCAP, AgWRAP) contracts and BMP implementation? How is that tracked?				Y	40% in each district that Kevin covers. Tracked by timesheet		N			
Is proper job approval authority (JAA) documented for each technical and cost share position?				Y	Yes		N			
Do district supervisors complete supervisor forms when they have a financial interest in an entity requesting a cost share contract?				Y	No financial interests. District will use forms when necessary		N			


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Section 5: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: 12-2004-001 Applicant Name: Jimmy Mull, Jr. BMP: Composter 				Y	Good Waste Utilization Plan. BMP in good condition and working as planned.		N			


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Contract Number: 12-2005-001 Applicant Name: Jimmy Mull BMP: Dry Stack 				Y	Good Waste Utilization Plan. BMP in good condition and working as planned.		N			
Insert Picture										


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Contract Number: 12-2008-008 Applicant Name: Upton Valley Nursery BMP: Agri-Chemical Handling Facility 				Y	Structure in good condition and well maintained.		N			


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Contract Number: 12-2008-009 Applicant Name: Jimmy Mull, Jr. BMP: Waste Application Equipment 				Y	Files and contract in good shape. Equipment being maintained well		N			

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Contract Number: 12-2008-011 Applicant Name: Terry Childers BMP: Cropland Conversion - Grass 				Y	Files and contract in good shape. BMP in good condition.		N			

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Contract Number: 12-2008-013 ; 2009-001 ; 2010-005 Applicant Name: Jerry Davis BMP: Dry Stack 				Y	Files and contract in good shape. BMP in good condition. Only equipment present is that used in moving or manipulating the animal waste.		N			

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Contract Number: 12-2009-005 ; 2010-006 Applicant Name: Jerry Davis BMP: Composter 				Y	Files and contract in good condition. BMP in good condition and being maintained well.		N			

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Contract Number: 12-2009-011 Applicant Name: Morden Icard BMP: Well, Tank, Livestock Exclusion, Pasture Renovation, Prescribed Grazing 				Y	Components in good condition. Well maintained.		N			

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Contract Number: 12-2010-513 Applicant Name: Western Piedmont Community College BMP: CC-Bio-Retention Area 				Y	Components in good condition and well maintained.		N			